

**CHATTANOOGA–HAMILTON COUNTY BICENTENNIAL LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE**

MINUTES

BOARD MEETING – JULY 20, 2010

4:30 P.M.

The Board of Directors of the Chattanooga–Hamilton County Bicentennial Library met on July 20, 2010, at 4:30 p.m., in the Board Room with Mr. David Turner presiding.

The following members were present: Herb Cohn
Mary Lou Drazich
Doris Kelly
Chrystal Partridge
Rickie Pierce
David Turner
Barbara Wofford

Also present were, Kim Fahs, Friends' Executive Council; David Clapp, director; Eva Johnston, assistant director; Andria Davis, community relations coordinator; and May Langmann, administrative assistant.

APPROVAL OF THE MINUTES OF THE JUNE 15, 2010, BOARD MEETING:

Mrs. Rickie Pierce moved that the minutes of the May 20, 2010, meeting be approved, Mrs. Doris Kelly seconded the motion and it was unanimously approved and carried.

A quorum was not present. Approval of the minutes will be ratified the next time a quorum is present.

TREASURER'S REPORT:

Ms. Mary Lou Drazich reviewed the June financial statement.

Income:

We are a bit higher than anticipated on fines and gifts. We are on budget.

Expenses:

Under Elevator, we had an expense of \$5,690 which included repair costs to pass a state inspection. Under Equipment, we spent \$80,089.92 of which \$77,619 had to do with a purchase order for RFID. Mr. Clapp said this is radio frequency labeling for our downtown collection which will enable us to do the automation work that we are trying to do. This is expense that we knew we would have to face this year and we were able to get it under last year's budget without going over budget. Year-to-date we have spent 99% of our budget.

On-Demand:

We had receipts of \$4,480.00 and expenditures of \$3,274.41 and a carry over of \$1,288.14.

FRIENDS' REPORT:

Mrs. Kim Fahs reported that the Friends have contracted with Catherine Landis to speak at the Friends' annual meeting on November 12. Ms. Landis grew up here in Chattanooga and her parents live on Signal Mountain. Ms. Landis will donate the money they pay her back to the Friends. The annual meeting will be at the Chattanooga Theater Center.

The Friends have ordered tote bags for each of the branches. Each branch will get 25 pieces to sell. For each sale, the Friends will take the cost of the bag and the branch will be able to put the rest of the money in their line item in our budget so they will have money that they can spend on things that they want. It will not be very much but it will let them feel like they are being served by the Friends group.

The book sale is August 7-14 at Eastgate Town Center. They are treating the Friends wonderfully so she expects the next book sale will also be held there.

Mrs. Fahs wanted to let the Board know that this is possibly her last meeting. Her husband took a job in North Carolina and their house sold already. Obviously, the vice-chair will be coming in to attend future Board meetings. Mrs. Fahs will probably be coming back to take care of some Friends business for a couple of months. Everything is going smoothly so she does not think there will be any problems. The Friends are starting to work on their budget within the next month for next year.

She told the Board that there are Friends council members whose terms are expiring and therefore leaving the council so if they know anybody they would like to recommend for the Friends' council, the Friends would like their input. The Friends' vice chair is Mary Zelle. Mr. David Turner congratulated Mrs. Fahs and thanked her for her service.

DIRECTOR'S REPORT:

Mr. Clapp told the Board he just found out today that we got \$66,000 from the Federal Stimulus Fund grant. We put our application in almost a year ago for the metro libraries but the Secretary of State withdrew our application and put it all into rural libraries and then it was not received. This is the second round of applications and the metro libraries did not apply except for Memphis and Chattanooga. This year we were able to get it. This \$66,000 will be used to purchase portable computers. He reminded the Board that last year we talked about doing computer classes for seniors and other kinds of things like this. That was partly dependent on our getting that grant. Now that we have this, we will have 40 portable laptops to carry around to various places so we can do computer classes for seniors, programs and classes in the branches, we can provide it for our new conference rooms on the 2nd floor, we have a lot of options. We are just now processing a grant that we got from the State for \$10,000 for 13 of these laptops. We are ready to go wherever we might need to go to do outreach for computer training or genealogy classes or any kind of class we might want to do. We may want to expand the GED program or expand the ESOL program or allow people to do video conferencing. This makes a lot possible.

We have a contract for carpet. We looked at bids that we received for carpet and have a low bid from Terry Keith in the amount of \$81,500.00 for flooring and installation. Because this is coming out of our free public library fund rather than our regular operational budget, the City consulted with the City Attorney and said the Board could approve this on their own. We could move forward on this.

Mr. David Clapp asked the Board for a motion to approve Terry Keith Company, Inc. in the amount of \$81,500.00 for flooring and installation for the Chattanooga-Hamilton County Bicentennial Library. Mr. Herb Cohn so moved.

Ms. Drazich asked where this carpet will be and Mr. Clapp said on the 1st and 2nd floors and stairwells. We are keeping the carpet we have now on the 3rd floor because it was part of the renovation in 1988 and is in very good shape. We are just installing carpet in areas where the carpet was really worn and we will create accent colors in different areas so this gives us a new presence for these various floors. We will have a tile floor for the café and we will have carpeting on either side of it where the non-fiction collection will be. Replying to Mr. Cohn's question, Mr. Clapp said that the carpet was installed in 1976. It has never been replaced. Mr. Clapp said that as far as colors we are looking at browns and taupes, carpet that won't attract attention but will wear very well. We will use carpet tiles. The Board commented on the obvious high quality of the old carpet and Mr. Clapp said we are interested in getting the same and believe we created a bid that will guarantee that. The only thing we don't know right now is what exact colors we will be able to match because we were not able to put that in the city bid. Ms. Drazich asked when the renovations would be complete. Mr. Clapp said that is the reason we need this vote today. We need to get the 2nd floor done so we can clean out materials for our fundraiser on October 16. We need to get this carpet installed in the area we've cleared, move the books across to the other side and do it so we can start moving materials from the 1st floor up to the 2nd floor and arrange for the fundraiser. We will do the 1st floor after the fundraiser is over.

Ms. Mary Lou Drazich seconded the motion and it was unanimously approved and carried. Mr. Clapp said three absent members voted in favor of the motion. They are Mrs. Pat Kelley, Mr. Tom Griscom and Mr. Paul Starnes.

Mrs. Rickie Pierce asked Mr. Clapp how negotiations are going in Brainerd. Mr. Clapp said there are a lot of open questions. The main concern he has is if the City charges us for the renovation work it does, then we've got an unknown cost. It is a large enough facility. When we last renovated the Eastgate library, they gave us space in that building to store our books and materials while they did the renovation. Down time is a concern but not as big as an unknown amount of money. We have \$80,000 that we will have saved from this lease at Eastgate but a renovation of 32,000 square feet of space in whatever portion of that went to the library is an unknown cost and how it is handled is an open question right now. We do expect to have that answer in August. We also expect to know what we are going to get this year from the County by mid-August which he hopes will be before the August board meeting so it will give us time before our August board meeting to sort out any questions. Our hope is that the County will match what the City gave and that the OPEB will not be a funding issue. The City cut slightly over \$300,000 out of it and the OPEB would have been about \$316,000 from each so the expectation is that if the County cuts that same amount out, essentially what they are doing is eliminating that retiree health care as an issue for this year or at least it is reduced enough so that the retirees they do have to cover to age 65 do not cost that much more than what they were already expecting to pay. Mr. Clapp said the City approved \$2.8M so if the County approves \$2.8M, it will stay but, if the County doesn't approve as much, then we could be down to \$2.6M for both again and that would be a \$300,000.00 hole, even if the suppositions about the OPEB money is correct. Mr. Cohn commented that at least now we have some County Commissioners advocating for us. Mr. Clapp agreed and added that John Allen Brooks has gone out of his way to find answers for us and was advocating for us to get capital money this year. If the County does not give us the capital money, this paying for the RFID labels in this fiscal year rather than next, gives us more options. If it goes the way we hope it will go, we will have the reserve funds we did not spend this year plus additional money and the free public library fund that we can push at this.

Getting back to Mrs. Pierce's question, Mr. Turner asked, "Isn't it accurate to say that the City has selected the site already in place where they intend to put the Eastgate branch?" Mr. Clapp said yes. It was originally a Sears parts store then it became a postal service facility. The Eastgate Library Action Committee had a discussion about it. No one really knew the inside of the building; they had different suppositions about electrical work or whatever, but we really don't know. All that we have heard both from planning and from the City is that the building and the HVAC system are in good shape. We just don't know how that space will be divided or how the renovation will be funded.

At our present Eastgate location, the rent has been frozen but the utilities keep rising. We have about \$80,000 budgeted for Eastgate to cover whatever costs we run into with this new space. The City would own it; we would no longer have rent to pay and we would have a much larger space to work with and presumably we will be able to have it designed in a way so that we will have good visibility and ideally would not require additional staff to run it. We might have more space for computers, and different areas where people can be quiet and where they can be noisy.

OTHER MATTERS:

Ms. Drazich said she was shocked to hear that Mr. Clapp is going to retire. She told him she hated to see him go because he has served us well and gone through a lot and we have a lot more to go but she really wishes him well. Mr. Clapp said he has enjoyed working with everyone on the Board. He hopes this opportunity for change will be good for all concerned.

A short conversation followed regarding Mr. Clapp's plans for the future.

Mr. Turner asked the Board if any of them served on the search committee when we were looking for Ms. Jane McFarland's replacement. Dr. Barbara Wofford said she did. He said when he was on the search committee for a director of the Office of Multicultural Affairs, they were encouraged to work closely with the City's Human Resources Agency. Mr. Cohn advised Mr. Turner to talk to Mr. Paul Starnes because he was the Board chair at that time and more involved. Dr. Wofford said she did not recall working with the City's Human Resources Agency at that time. Mr. Turner told the Board he will try to have some input at the August Board meeting.

Mr. Clapp informed the Board that they are now down to eleven members from fifteen. Dr. Clif Cleaveland and Mrs. Judy Medearis both from the County, have resigned. Many members said they were not aware of the resignations of Dr. Cleaveland and Mrs. Medearis and Mr. Cohn suggested that if it is announced at the Board meeting immediately after it happens, it could be recorded in the minutes.

Mr. Turner said he had spoken informally with Mayor Littlefield about new appointees and the mayor said he would get to it. Mr. Clapp said that Arlene Hughes, Mayor Ramsey's administrative assistant, called and said they had some people in mind. Mr. Cohn said we really need a full Board and the bylaws call for fifteen – eight from the City and seven from the County. Mr. Clapp told the Board that right now we are down to six members who are current – five from the County and one, Mrs. Pat Kelley, from the City, who is current. Mrs. Kelley was renewed because of Jack Benson's request. Mr. Turner said this is very common with the City and the County and a number of Board members agreed with him.

There were no other comments or discussions. Mr. Turner adjourned the meeting at approximately 5:00 p.m.

David Turner
Chair